



Illinois Department of Transportation

Memorandum

To: DIRECTORS, DEPUTY DIRECTORS, AND BUREAU CHIEFS
From: Dianna L. Taylor
Bureau Chief of Personnel Management
Subject: Technical Vacancy
Date: September 2, 2016

Attached are the Position Summary Sheet and Position Description for the vacant technical position listed below. Please post this vacancy announcement September 6, 2016 in the designated areas.

The deadline for applicants to submit their names for consideration is **4:30 p.m.** on **Monday, September 19, 2016**. Applicants will not be accepted after that time and date.

NOTE: Please be advised that if a high volume of applications are received, the applications may be screened to establish a smaller pool of applicants for interview. The screening will be based on the information contained in the application.

All applicants will receive a position description for the position they are applying for. If you have any questions, please contact Jennifer Sunderland or Denise Hamilton at 217/782-5594.

TM V

Grants Unit Chief
Bureau of Business Services
Office of Finance and Administration
Springfield

Attachments
41206

Technical Applications (PM 1080) **must be received** by the Bureau of Personnel Management, Room 113, 2300 South Dirksen Parkway, Springfield, IL 62764 (Fax# 217/557-3134) or emailed to DOT.CO.BPM.EmploymentApplications@Illinois.gov by **Monday, September 19, 2016, 4:30 p.m.** Please include address, daytime phone and position for which applying if not already listed on application. Applicants will be notified in writing to schedule interviews.

NOTE: Please be advised that if a high volume of applications are received, the applications may be screened to establish a smaller pool of applicants for interview. The screening will be based on the information contained in the application.



Illinois Department of Transportation

An Equal Opportunity Employer

Position Summary Sheet

Classification: Technical Manager V

Salary Range: \$6,020 - \$10,210

Position Title: Grants Unit Chief

Union Position: ☒ Yes ☐ No

Position Number: PW415-23-40-804-20-01

IPR#: 41206

Office/Central Bureau/District/Work Address:

Office of Finance and Administration/Bureau of Business Services/2300 South Dirksen Parkway, Springfield, IL

Description Of Duties:

This position is accountable for managing the processing and awarding of state and federal transportation grants and Intergovernmental Agreements (IGA's), as well as providing department managers technical assistance related to applications, awards, and compliance monitoring.

Special Qualifications:

Desired:

- Knowledge, skill and mental development equivalent to completion of four years of college preferably with courses in business and public administration
- Seven years' experience in grants administration and/or compliance
- Ability to implement policy within areas of assigned programs
- Ability to develop and maintain effective working relationships among diverse groups of professional and technical personnel
- Ability to plan, develop, implement and evaluate assigned departmental programs in order to attain assigned objectives

Shift/Remarks:

8:00 am – 4:30 pm / Monday – Friday

**ILLINOIS DEPARTMENT OF TRANSPORTATION
POSITION DESCRIPTION**

DATE:	August 29, 2016	POSITION:	Grants Unit Chief
APPROVED BY:	<i>Karen Shoup</i>	OFFICE:	Finance and Administration/Bureau of Business Services
CODE:	PW415-23-40-804-20-01	REPORTS TO:	Grants Administration Section Manager

Position Purpose

This position is accountable for managing the processing and awarding of state and federal transportation grants and Intergovernmental Agreements (IGAs), as well as providing Department managers responsible for their development and implementation, technical assistance related to applications, awards, and compliance monitoring.

Dimensions

Grant Agreements	100 Annually
Intergovernmental Agreements:	50 Annually
Total Value of Agreements:	\$65 Million Annually
Compliance Reviews:	15-25 Annually
Special Reports:	5-10 Annually

Nature and Scope

This position reports to the Grants Administration Section Manager. Reporting to this position is the Grant Administrator.

This position is responsible for managing the processing and awarding of state and federal transportation grants and IGAs, as well as providing Department Managers responsible for their development and implementation, technical assistance related to grant applications, awards, and compliance monitoring. This involves developing and implementing operational procedures to provide for the execution of grant agreements and IGAs. This position is unique in that it requires a thorough knowledge of applicable state and federal grant rules and requirements, as well as IDOT grant funded projects and programs.

The greatest challenge to the incumbent is supervising staff activities to facilitate the expedient and fiscally sound award of grant agreements and IGAs, in compliance with state and federal rules and regulations, thus enabling IDOT managers to effectively administer grant funded transportation programs. Typical problems encountered by the incumbent include implementing policy or procedural revisions that alter existing grant awards and subsequent implementation efforts, and maintaining a positive working relationship with both IDOT managers and grant recipients while enforcing compliance with appropriate state and federal grant and IGA rules and policies.

The incumbent is personally responsible for planning, organizing, directing, and integrating the work activities of assigned staff to provide a timely and effective execution of grant agreements and IGAs, as well as monitoring grantee compliance with grant agreements, maintenance of grant activity data, and reporting grant data to IDOT management, upon request. In conjunction with subordinate staff, the incumbent develops, implements and communicates departmental procedures for all facets of grant and IGA Awards including the form and content of resultant agreements. The incumbent shall direct staff compliance with a data system to collect and

report grant administration data and statistics. The incumbent personally reviews proposed changes or revisions to state and federal grant requirements and provides written analyses regarding potential impact on IDOT operations.

The position personally ensures the maintenance of documentation to support the appropriate grant awards, as well as awards of IGAs. When necessary, s/he shall direct the activities of grantees to ensure their compliance with agreements, and shall formally communicate with grantees to resolve non-performance/compliance issues. The incumbent shall periodically direct reviews of grantee performance to ensure compliance with agreements. S/He shall review all grant and IGAs to determine if federal reimbursement is applicable and ensure such agreements are processed for reimbursement. The incumbent will also act to facilitate compliance audits of federal grants to ensure audit reports accurately reflect grant awards, performance and payment activities.

The incumbent accomplishes accountabilities through the following staff:

Grant Administrator (3) who is responsible for performing technical research to support and document the preparation and processing of state and federal grants and IGAs to fund transportation programs; perform research and prepare reports related to tracking grant and IGA amounts, identifying approved recipients, collecting grant and IGA payment data, and ensure recipient compliance with grant and IGA requirements. The Grant Administrator prepares initial agreements for grant-funded programs, and assists in processing the final agreements. At the direction of the Unit Chief, this position informs grant and IGA recipients of application methods, payments and compliance issues.

The incumbent is in frequent contact with directors and bureau/section chiefs within the Office Planning and Programming, Division of Traffic Safety, Division of Intermodal and Public Transportation and other IDOT offices administering grant-funded programs. To manage grant planning and award duties, the incumbent's contacts outside the Department include regional and program directors of the Federal Highway Administration, the Federal Transit Administration, Federal Aviation Administration, National Highway Traffic Safety Administration, municipal councils, and local government planning commissions. To manage IGA preparation and award duties, the incumbent's contacts outside the Department include other state agencies, universities, municipalities, and other governmental entities.

The incumbent receives broad direction on grant and IGA awards and operating procedures from the Procurement and Contracts Section Chief, but has wide latitude in directing daily activities to accomplish assigned goals and objective. The incumbent is also given wide latitude in solving problems related to ongoing grant and IGA administration activities. When organizational or legislative revisions require operational changes, the incumbent must formulate alternative strategies to accommodate changes and present such to the Procurement and Contracts Section Chief and/or Business Services Bureau Chief for mutual discussion, final resolution and implementation. S/He will work within and ensure compliance with departmental policy.

The effectiveness of this position can be measured by the successful planning, processing and award of department grants and IGAs, the resulting completion of grant-funded transportation program, and continuance of positive working relationships between the Department, grantees and IGA recipients, and the degree to which department procedures are communicated and implemented effectively.

Principal Accountabilities

1. Directs, plans, organizes, and controls the preparation and execution of grant agreements and IGAs to ensure completion of specific transportation programs.
2. Reviews reports of grantee and IGA recipient performance and acts to correct noted instances of agreement non-compliance.
3. Directs staff and advises grantee and IGA recipient personnel to ensure performance and compliance with agreement terms and conditions.
4. Monitors revisions of state and federal regulations governing transportation grants and advises immediate supervisor of the revisions' impact on Departmental programs.
5. Directs staff compliance with a data system to collect and report grant and IGA administration data and statistics.
6. Formulates, implements, and communicates grant and IGA processing and award procedures.
7. Directs staff when responding to compliance audits of federal grants to facilitate the audit processes and ensure accurate reporting of audit findings and required department responses.
8. Performs other duties as required.
9. Performs duties in compliance with departmental safety rules. Performs all duties in a manner conducive to the fair and equitable treatment of all employees.